St George's Police Children Trust

A ***'not for profit'*** incorporated charitable company

User Guide

(Updated and re-issued August 2014)

St George's Police Children Trust – Registration numbers:			
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Preface

Since 1898 St George's Police Children Trust (and its precursor charities) has supported children in police families where the death, or incapacity, of a parent who is, or was, a serving police officer occurs.

The name of the Trust changed on 1 January 2013 to include *'Children'* in its title to better reflect the Objects and purpose of the Trust.

Support is of a financial nature and may range from a weekly maintenance allowance for each child in the family, support through further and higher education, and ex-gratia grants for necessary activities or items.

The Trust is supported financially by serving police officers in police forces comprising the Trust's 'constituency' who make a voluntary payroll giving donation to the Trust. Additional income is derived from other donations, legacies and investment income.

This User Guide is intended to provide information and guidance for Force Occupational and Welfare Unit arrangements, Force Benevolent/Welfare Funds, local Police Federations, local Superintendents Associations, and generally to individuals who are involved in seeking to help and support children in families following the death, or incapacity, of a parent who is, or was, a serving police officer.

The User Guide is also a useful resource for those who promote the work of the Trust to their colleagues.

This User Guide contains:

- Information about the Trust and its governance.
- The key policy that reflects the Trust's governing documents and how the Trust's benefits may be applied.
- The type of support the Trust may be able to provide.
- The weekly maintenance allowance and grants framework.
- Frequently Asked Questions (FAQ's).
- Application Forms.
- Financial Circumstances Review Form.
- Holiday Home Brochure.

Whilst it is difficult to predict and consider every potential question that may be asked, I hope we have covered most of the more typical questions that are raised and over time this section will undoubtedly grow to take account of new issues that are raised.

The User Guide will be reviewed annually and updated with any changed or additional information necessary. If you have suggestions about information or other material that could usefully be included in this guide please email details to:
enquiries@stgeorgespolicechildrentrust.org

Patrick Cairns, MA, BA (Hons) CMgr FCMI
Secretary

Index

	Page
The St George's Police Children Trust	
About Us	**3**
Eligibility and Administrative Policy	**3 - 6**
Support Available	
Registration Grant	**6**
Weekly maintenance allowance	**7**
Seasonal Gift	**7 - 8**
Ex Gratia Grants	**8**
Further Education Grant	**8 - 9**
Holiday Home	**9 - 10**
The Application Process	
How to Apply	
Appeal Process	**10**
	11
Frequently Asked Questions	**12 - 14**
Appendices	
Appendix A Application Form	
Appendix B Financial Circumstances Review Form	
Appendix C Further Education Grant – Application Form	
Appendix D Holiday Home Brochure	

About Us

With effect from 01 January 2013 St George's Police Children Trust became a '***not for profit'*** incorporated charitable company limited by guarantee registered with Companies House Registered No.07822521.

The Trust is also registered with the Charity Commission, Registered No. 1147445 & 1147445-1; and the Office of Scottish Charity Regulator, Registered No. SC043652 & SC038769.

The Trust provides financial assistance to support young people of school age one of whose parents is, or was, a serving police officer (who supported the Trust with regular payroll giving donations during their service) and is now deceased; or is partly or wholly incapacitated which affects their earnings capacity.

The Trust also provides financial support beyond statutory school age to children who enter higher and further education by way of continuing the weekly maintenance allowance or a Further Education Grant.

Currently the Trust provides a weekly maintenance allowance to support over 185 beneficiaries, and a Further Education Grant to support over 91 beneficiaries who are in further education e.g. vocational or university course.

The Trust is not part of Government or statutory police force arrangements e.g. police force, Police and Crime Commissioners, or the Scottish Police Authority. Governance is provided by the Trust's Memorandum and Articles which provide for a Board of Trustees drawn from the respective police officer Staff Associations i.e. the Police Federations, Superintendents Associations and Chief Officer Associations of England & Wales; Northern Ireland and Scotland.

The Board of Trustees provides strategic guidance through business planning; agrees and sets an annual budget; and monitors activity and service provision through regular reports on the annual business plan and annual budget and service delivery.

Income is mainly derived from a regular voluntary payroll giving donation from serving police officers in 19 forces across England, Wales and Scotland. Additional income is derived from other donations, legacies and investment income.

The management and administration of operations is overseen by the Secretary, Deputy Secretary and Administrator of the Trust (who are all employees of The Police Treatment Centres).

The police forces covered by the Trust are:

England & Wales:

Cheshire	Humberside	North Yorkshire
Cleveland	Lancashire	Nottinghamshire
Cumbria	Lincolnshire	South Yorkshire
Derbyshire	Merseyside	Staffordshire
Durham	Northumbria	West Mercia
Greater Manchester	North Wales	West Yorkshire

Scotland:

Police Scotland - comprising the precursor forces of:

Central Scotland	Grampian	Strathclyde
Dumfries & Galloway	Lothian & Borders	Tayside
Fife	Northern	

Eligibility and Administration Policy

Policy Statement:

With effect from 01 January 2013 St George's Police Children Trust became ***a 'not for profit'*** incorporated charitable company limited by guarantee registered with Companies House Registered No.07822521.

The Trust is also registered with the Charity Commission, Registered No. 1147445 & 1147445-1; and the Office of Scottish Charity Regulator, Registered No. SC043652 & SC038769.

This policy has been developed from requirements of the Trust's incorporated charitable company Memorandum and Articles as well as the precursor 'Sealed Schemes' (governing documents) held by those regulatory bodies.

The policy also takes account of St George's Police Trust Review conducted during 2009; and the consequent Review Report and recommendations for improvement that were considered and approved by the Board of Trustees in November 2009 and since implemented.

This policy sets out the framework by which:

- The eligibility of beneficiaries is considered.
- The scale and scope of benefits are distributed to ensure they are directed appropriately and proportionately to those beneficiaries most in need of financial support.

The Trust's Objects:

The Trust's Objectives are specifically restricted to the relief of those is need by reason of ill-health, disability, financial hardship or other disadvantage for the public benefit in particular but not limited to support children and young people up to the age of 25 where a parent who is, or was, a serving officer, has died or has become incapacitated in some way that affects earning capability.

The definitions of 'police officer' and 'retired police officer' are contained within the policy.

Purpose:

The purpose of this policy is:

- To provide clarity in eligibility for the Trust's benefits and their application
- To provide a framework and process to assist the Board of Trustees decision making in respect of the approval and disbursement of benefits.
- To provide a framework for the management and administration of the Trust's business.

Legal Safeguard:

The contents of this policy have been drafted in accord with the incorporated charitable company Memorandum and Articles and precursor 'Sealed Schemes' of the Trust; and policy decisions made by the Board of Trustees acting in accord with those regulatory documents.

Consideration has also been given to a wide range of research and uses information from resources including the Police Dependants Trust, The Gurney Fund, Joseph Rowntree Trust and relevant Government departments.

Application of the Policy:

This policy will be applied pragmatically and with sympathetic consideration of all the circumstances and issues involved in any particular case.

The Trustees will also give sympathetic consideration to applications where the police officer parent was not a donor to the Trust and where the circumstances of the individual case provide significant and unique reasons for that consideration e.g. the homicide of a police officer.

Responsibility for application of the Policy:

The Secretary is responsible for the application of the policy, assisted by the Deputy Secretary and the Trust's Administrator, who should, in accord with the delegated authority, refer appropriate matters to Trustees of the Finance and Personnel Sub Committee or the Board of Trustees.

Eligibility Criteria:

a) Individuals eligible for the Trust's benefits are children of;
   i. serving police officers who hold the 'office of Constable', or,
   ii. who were serving police officers holding the 'office of Constable' and are now in receipt of a police pension having completed a full term of service, having reached age limit, or discharge by reason of disability or other medical grounds.

AND

b) Who, during their police service contribute, or if retired contributed, a voluntary payroll giving donation to support the Trust's aims and objectives.

**Note;* *'receive a police pension' means;*

- *Retired on completion of the specified term of service e.g. 25 or 30 years' service.*
- *Retired upon reaching age limit e.g. 60 years of age.*
- *Retired upon discharge by reason of disability or other medical grounds.*
- *Such individuals will have been allocated a force 'police pension number'.*

Individuals NOT eligible are children of:

- Serving officers who do not make the voluntary payroll giving donation
- Retired police officers who did not make the voluntary payroll giving donation during their police service.
- Former police officers who are not in receipt of a police pension e.g. resigned, required to resign, dismissed or otherwise left the service.
- Former police officers who are now in receipt of a deferred police pension having, for whatever reason, prematurely terminated their full term of service e.g. resigned, required to resign, dismissed or otherwise left the service.

The administration of the application process should ensure without unnecessary bureaucracy that:

- There is probity and integrity in the collection, validation and consideration of information relating to potential beneficiaries.
- The potential 'duplication' in payment of allowances and grants is identified and prevented e.g. similar Police Dependants' Trust grants.
- Optimum efficiency and effectiveness is achieved.

Parenthood

A common sense view of parenthood will be adopted when considering the eligibility of applicants e.g. un-married parents; un-adopted step-children.

Foster care (England & Wales) and Kinship care (Scotland only):

People such as grandparents, aunts, uncles and family friends, care for children because their natural parents are unable to do so. These arrangements may be entirely voluntary however; often looking after children in this way is no longer seen as a voluntary service.

In Scotland if they are looking after a child like this – full time or most of the time – then they are a 'kinship carer'.

Local authorities and Independent Fostering Agencies provide fees and allowances to enable foster carers to care for children and young people on a full-time basis.

Different financial support arrangements apply depending upon whether the child is 'looked after' or not 'looked after' by the local authority.

Local authorities are allowed to operate different rules and set different payment amounts. This means that sometimes payments for different children in the same household may be different; and payments to kinship carers in the same street may also be different.

Foster Care (England & Wales):

If in doubt about a foster care matter (*where the child's parent is, or was, a police officer*) you should contact us so that we can be aware of the matter and more importantly offer advice about whether the Trust can help or alternatively provide direction to another appropriate advice source.

Kinship (Scotland only):

If in doubt about a kinship matter (*where the child's parent is, or was, a police officer*) you should contact us so that we can be aware of the matter and more importantly offer advice about whether the Trust can help or alternatively provide direction to another appropriate advice source.

Allowance and Grant Framework

1. Registration Grant

1.1 Once an applicant's eligibility has been established a Registration Grant will be authorised by the Trust's Secretary and reported to the next Board of Trustees Meeting.

1.2 Thereafter the following criterion and processes will apply in regard to payment of weekly maintenance allowances and grants to beneficiaries, provided eligibility continues:

1.3 The framework, criteria and value of the weekly maintenance allowance and grants will be reviewed, normally at the end of the school/academic year, every three years.

2. Weekly Maintenance Allowance

2.1 A weekly maintenance allowance banding framework has been implemented which allows for the consideration of proportionate annual indexation without the need to review the process, banding or values each year:

- The value of allowances and benefits disbursed by the Trust, and annual indexation, will be reliant upon the income from officer voluntary payroll giving donations, the income from the Trust's investments and also other sources. The value of allowances and benefits ***may increase or decrease*** depending upon the financial position of the Trust at the time of any review of allowances and benefits.
- A weekly maintenance allowance may be payable to beneficiaries whilst in education, up to the end of the school year in which they turn 19, regardless of course studied and whether at school, college or un-paid work based learning. Thereafter, if continuing in education a Further Education Grant may be payable (See at 5 below).
- The amount of the weekly maintenance allowance payable will be dependent upon household income and the weekly maintenance allowance band which then applies.
- Household expenditure and capital assets will not be taken into account in the calculation of a weekly maintenance allowance so as to avoid any potential bias or discrimination in the award of allowances and benefit.
- Weekly maintenance allowances and grants will be back dated to the date of the event giving rise to the application, or where the date of the event giving rise to the application is more than twelve months previously, to a maximum of twelve months preceding the date of the application.

2.2 Weekly maintenance allowance – Payment Process (Figure 1 below)

The weekly maintenance allowance is payable to:

- Any eligible beneficiary whilst in full time education to statutory school leaving age; or up to the end of the school year in which they turn 19 years of age if remaining in education e.g. to undertake 'A' levels or 'Highers'.
- The grant is payable whilst studying for qualifications such as GCSE, A level, Scottish Highers, BTEC, NVQ level 1-3 or equivalent, and apprenticeships.
- The final 'quarter' payment will be the quarter that finishes at the end of June in which they leave their studies.

3. Seasonal Gifts

3.1 A seasonal gift will be awarded twice yearly, in the summer and at Christmas, to those beneficiaries in the lowest income allowance band. All other beneficiaries will receive a seasonal gift at Christmas. The values of the seasonal gifts will be reviewed at not less than three yearly intervals.

3.2 Seasonal Gift Criteria (Figure 1 below)

Every eligible beneficiary will receive a seasonal gift. Whether this is twice yearly (summer) or only at Christmas is determined by household income which is assessed by completion of a Financial Circumstances Form.

- Beneficiaries in the lowest income band (Band 5) will receive a twice yearly seasonal gift payment in the summer and at Christmas.
- All other beneficiaries will receive a Christmas gift.

Figure 1:

Weekly maintenance allowance and seasonal gift framework.

Band	Weekly maintenance allowance Per child	Seasonal Gift Per child	Total annual payment per child
Band 1	Nil	Christmas - £300	£300
Band 2	£20	Christmas - £300	£1,340
Band 3	£30	Christmas - £3000	£1,860
Band 4	£40	Christmas - £3000	£2,380
Band 5 ***(lowest household income)***	£50	Summer £500 and, Christmas £500	£3,600

4. Ex Gratia Grant

4.1 Each application for an ex gratia grant, including those from school leavers, will receive consideration:

- The ex gratia grants application process and criteria includes consideration of applications in respect of trade tools when leaving school to start work, musical instruments, necessary text books etc.
- Applications will be considered on the merits of each application on a case by case basis.
- Any decision regarding an ex-gratia grant will be based on the individual merits of each case and will not form a precedent for that or any other beneficiary.

5. Further Education Grant

5.1 The Further Education Grant will be available from the age of 18 to help support a course of study in further education. Beneficiaries will be eligible for a course of up to a maximum of four years or to the age of 25, whichever is the lesser. The Trust's support is of a fixed sum (<u>not</u> the whole of course costs) payable in three equal instalments through the academic year.

5.2 Further Education Grant – Eligibility

The Further Education Grant is available to eligible beneficiaries for any form of further education such as a University degree, HNC, HND or NVQ level 4.

- The Further Education Grant may be available to eligible beneficiaries for any form of further or higher education, this could now include vocational courses e.g. construction, catering, etc.
- Trustees have discretion to extend the period of the Further Education Grant to eligible beneficiaries in the case of specialist degrees e.g. Medicine; Veterinary.
- Trustees have discretion to extend the period of the Further Education Grant to eligible beneficiaries in the case of significant and unique circumstances affecting the beneficiary e.g. ill health experienced during a course of study.

- No Further Education Grant will be offered beyond the attainment of a first level degree e.g. not for post graduate studies, Masters Degree or Doctorate studies

  (***Note:*** '*First level degree'* does not refer to the classification of a degree e.g. First; 2.1; 2.2; etc. but to the fact that it is the first degree undertaken)

5.3 Further Education Grant – Payment Process

Prospective beneficiaries must provide proof of a place and details of their financial contribution to their studies i.e. a Financial Notification Form. (See Appendix C for an example).

- Proof of continued studies and financial contributions will be required on an annual basis. Failure to provide this information may result in the grant being suspended.
- Beneficiaries will receive the Further Education Grant spread over three payments in October, January and April.
- Beneficiaries may also be required to complete a Financial Circumstances Form.
- Failure to complete and provide a Financial Circumstances Form is likely to lead to the suspension of benefit until this completed form is received.

5.4 'Gap Year' before undertaking Further Education

The Trust does not provide grants for 'gap year' periods or activities.

- Application for a Further Education Grant will only be considered after a single 'gap period' from education of not more than one year.
- Only a single 'gap' period from education of not exceeding 12 months will be considered in an application for a Further Education Grant.

6. Annual Financial Circumstances Review

6.1 An annual financial circumstances review will be conducted and a self-assessment Financial Circumstances Form **must** be completed each year by a responsible adult to ensure the continuation of the payment of any benefit.

6.2 Failure to provide this information may result in the allowance or grant being suspended.

7. Holiday Home

A holiday home in Harrogate predominantly for new and current beneficiaries is now available.

A one week's respite stay is available to all new and current beneficiaries and can be taken anytime (subject to availability).

The property will be offered on a self-catering basis and bookings can be made for one week only (on an annual basis), from Monday to Sunday and taken on a first come first served basis. Please note the last booking available for 2014 will be for week commencing Monday 8 December 2014. Bookings will reopen in 2015 from Monday 12 January 2015 and available up until 7 December 2015. You can however make a booking at any time for 2015 dates.

For further information please visit our website or view the beneficiary's brochure in the enclosed appendices.

To make a booking please contact the Trust Administrator on 01423 504448 or email enquiries@stgeorgespolicechildrentrust.org

Bookings are also available to the wider police family for the remainder of 2014 at a discounted rate. For further information and prices visit our website or view the enclosed police family brochure in the enclosed appendices. Dates for 2015 and prices for this group will be confirmed in January's revised User Guide.

How to apply

A responsible adult, e.g. the surviving parent or guardian; is required to complete the Trust's Application Form in respect of each child so that the level of grant or allowance to be paid can be considered.

To ensure that probity and audit requirements are fully met the Application Form is available to download from St Georges Police Children Trust website www.stgeorgespolicechildrentrust.org

Alternatively, if you wish to publish the Application Form on your force or Staff Association websites the form is available in PDF format to upload to your own computer. To obtain a copy please email enquiries@stgeorgespolicechildrentrust.org

The application process is outlined below in general terms.

- The Application Form should be completed **in full** by a responsible adult or guardian, validated and countersigned either by a representative of the force Police Federation office, HR/Occupational Health Department or Benevolent Fund.

- The Application Form should be sent to the Trust Administrator, along with certified true copies of the required documentation for processing e.g. birth, adoption, marriage, death and incapacity certificates.

- Failure to provide the relevant documents may delay consideration of the application by the Secretary and Trustees until these documents are received.

- Upon receipt of the completed Application Form, and eligibility validation, a Registration Grant will be awarded by the Secretary to all eligible named children.

- The Secretary will submit the application(s) received to the Board of Trustees for approval. Board of Trustee Meetings are held on a quarterly basis in February, May, August and November of each year.

- The amount of benefit payable is dependent upon household income and the potential financial need. Benefit is graduated within a banding framework and if the application is approved, a 'means tested' grant (based upon household income) will be awarded.

- Payments will be backdated to the date of the event giving rise to the application, or where the date of the event giving rise to the application is more than 12 months previously, to a maximum of twelve months preceding the date of the application.

- The method of allowance and grant payment is by electronic bank transfer only (BACS).

The annual financial circumstances review is outlined below in general terms.

- An annual financial circumstances review will be requested and is required to assess the continuation and level of benefit.

- The Financial Circumstances Form should be completed **in full** by a responsible adult.

- If a change in the benefit paid results then this will be notified in writing and take effect from the payment made at the next quarter

- Failure to a complete and provide a Financial Circumstances Form is likely to lead to the suspension of benefit until this completed form is received.

Appeal process

A beneficiary, or prospective beneficiary, or their representative, who believes that they have been unfairly treated under this policy should in the first instance raise the matter with the Secretary, normally in writing (including email), stating the reasons for their belief. The Secretary will then give further consideration to the matters raised.

Should the matter not be resolved by the Secretary the applicant, or their representative, should without undue delay bring the matter to the attention, normally in writing (including email), of the Board of Trustees who will undertake further consideration of the matters raised.

Frequently Asked Questions

1. **When should an Application Form be submitted?**

   Applications should be submitted at the first opportunity and a Registration Grant will then be awarded for each eligible child.

2. **The family did not submit an application to the Trust at the time of death/incapacity of the officer but need help now. Are they eligible?**

   If the officer contributed to the Trust whilst serving, the family may be eligible for an allowance or grant. An Application Form will need to be submitted showing details of all children and household income. If the children are under statutory school leaving age; or if over that age and undertaking higher education; a weekly maintenance allowance may be made. For any children over 19 years of age a Further Education Grant may be payable if they are continuing their studies in further education.

   Weekly maintenance allowances and grants approved by the Trustees will be back dated to the date of the event giving rise to the application, or where the date of the event giving rise to the application is more than twelve months previously, to a maximum of twelve months preceding the date of the application.

3. **Change in personal circumstances e.g. marriage/new job/loss of job etc.)**

   If a family's circumstances change it may affect the income of the household. A new Financial Circumstances Form should be completed and returned to the Trust without undue delay. The weekly maintenance allowance will be reassessed and adjusted accordingly with effect from the next quarter.

4. **Are grants only available to the children of officers who have died, or been incapacitated, whilst on duty?**

   No, allowances and grants are available to the dependent children of police officers, and retired police officers, who lose their lives or suffer significant incapacity whilst **on or off duty.**

5. **The officer doesn't (or didn't) donate to the Trust but their dependent children now need support. Can the Trust help?**

   The Trust's benefits are normally only provided to those officers who donated to the Trust, or if now deceased, did donate to the Trust whilst serving. In exceptional cases e.g. the homicide of an officer on duty, the Trustees may exercise discretion in applying benefits if the deceased officer did not donate to the Trust.

   Please do not hesitate to contact us if you are in doubt about eligibility matters.

6. **What value of allowance or grant can beneficiaries expect to receive?**

   The value of an allowance or grant is dependent on the family household income. If eligible a Registration Grant will initially be paid to each child and once the Application Form has been completed and returned to us the value of grant will be determined and payment arrangements made.

7. **Are there circumstances under which families can seek extra support in the form of a one-off grant?**

   There have been circumstances in which the Board of Trustees has agreed to make such an ex-gratia payment e.g. purchase of trade tools or occupational clothing when leaving school and starting work; purchase of a musical instrument to facilitate a musical activity/course; necessary text books.

   Each application for an ex-gratia grant will be assessed on its own merits and applications should be made in writing to the Trust's Secretary.

8. **Does the Trust support children of an incapacitated officer who may be born after the original application?**

   Yes. Details of the child should be forwarded to the Trust as soon as possible, or included on the annual financial circumstances assessment along with a copy of their birth certificate.

9. **A divorced and re-married deceased officer has children from the two marriages. Are all the children eligible?**

   Yes. A common sense view of parenthood will be adopted when considering the eligibility of applicants.

   If the officer contributed to the Trust whilst serving, the families may be eligible for an allowance. A separate Application Form will need to be submitted for both families showing details of all children and their respective household income.

10. **A deceased officer was not married to the mother of the children in the family unit, nor was he the biological father of her children. Are the children eligible for an allowance?**

    It depends on the composition of the family unit, particularly taking into account how long the relationship existed. A common sense view of parenthood will be adopted when considering the eligibility of applicants.

11. **Does the Trust provide financial support for studies such as a Master's Degree or other post-graduate studies?**

    No, the Trust only supports the attainment of a first level degree and therefore does not support post-graduate studies of any description.

    (***Note:*** '*First level degree'* does not refer to the classification of a degree e.g. First; 2.1; 2.2; etc. but to the fact that it is the first degree undertaken)

12. **Does the Trust accept applications for Further Education Grant following a 'gap year'?**

    Application for a Further Education Grant will only be considered after a single 'gap period' from education of not more than one year.

    Only a single 'gap' period from education of not exceeding 12 months will be considered in an application for a Further Education Grant.

13. **Does the Trust provide any financial support for 'gap year' activities?**

    No. Grants will not be provided for a 'gap year' period or activities

14. **A beneficiary has turned 16 and left school to start an apprenticeship as a plumber. He will be attending college one day a week throughout the three year apprenticeship term. What sort of allowance can he expect to receive?**

    The Trust does not pay allowances or grants where the beneficiary is in work and earning money. Release from work to attend college as part of an apprenticeship is usually taken into consideration by the employer within paid employment.

    However, the Trust may make an ex-gratia grant to help an individual with the cost of beginning their working life e.g. tools, materials or uniform.

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St George's Police Children Trust

A '***not for profit'*** incorporated charitable company

Appendices

Appendix A	**Application Form**
Appendix B	**Financial Circumstances Review Form**
Appendix C	**Further Education Grant Application Form**
Appendix D	**Holiday Home Brochure**

APPLICATION FORM

All information on this form will be treated in confidence.

1. APPLICANT'S DETAILS:

Full Name:	**Tel No:**
Address:	**Mobile No:**
	Email 1:
	Email 2:
Postcode:	**Preferred method of contact:**
Relationship to Officer:	

2. OFFICER'S DETAILS:

Full Name of officer:
Rank and Number:
Date of joining service:
Date of retirement (if applicable):
Current/Last employing force:

3. DETAILS OF OFFICER'S DEATH OR INCAPACITY

Date of death; or event giving rise to incapacity (please delete as applicable):
Cause:
Nature of Incapacity:
Date of medical discharge (if applicable):

4. DETAILS OF ELIGIBLE DEPENDANTS

- Please include all dependent children up to the age of 19 years in full time education; includes natural, adopted or stepchildren,
- Please also include any of the above beyond 19 years of age about to undertake, or currently in, full time Further Education e.g. University; College.
- If you only have children in the Higher Education Grant criteria please complete Sections 1-5 and then Sections 11 and 12 only

Full name:	**Date of Birth** (dd/mm/yyyy)	**Relationship to applicant**	**Resident with applicant - Y/N**

5. REQUIRED DOCUMENTATION (copies only please)

	Birth Certificate/Adoption Certificate		Death Certificate (if applicable)
	Incapacitation Certificate from Force (if applicable)		University/College acceptance letter & Financial Notification Form

6. DETAILS OF ANY GRANTS, AWARDS OR COMPENSATION RECEIVED

(If there is an outstanding claim please provide brief details and notify The Trust immediately the claim has been settled)

Bereavement Allowance	
Pension Commutation	
Death in Service Benefit	
Police Federation Award	
Police Dependants' Trust Award	
Compensation awarded	
Life assurance payment	
	TOTAL - £'s =

7. MONTHLY- INCOME OF HOUSEHOLD

Net earnings of self	
Net earnings of spouse/partner	
State Pension	
State Child Benefit	
Widowed Parents' Allowance	
Occupational Pension	
Police Pension (self)	
Children's Police Pension	
Maintenance Payments	
Investment Income	
Police Dependant's Trust	
Force Benevolent Fund	
Any Other Income	
	TOTAL - £'s =

8. MONTHLY - OTHER STATE BENEFITS

Child Benefit	
Child Tax Credit	
Working Tax Credit	
Statutory Sick Pay	
Incapacity Benefit	
Disability Working Allowance	
Industrial Injuries Disablement Benefit	
Severe Disablement Allowance	
Income Support	
Maternity Allowance/Statutory Maternity Pay	
Job Seekers Allowance	
Carer's Allowance	
	TOTAL - £'s =

9. COMBINED MONTHLY INCOME AND BENEFITS

TOTAL - £'s =

10. APPLICANT'S BANK DETAILS

Please note: All allowances are paid by BACS. Failure to provide bank details is likely to result in the non-payment of a benefit.

Name of Bank/Building Society:

Address of Bank/Building Society:

Post Code:

Sort Code:

Account Number:

Building Society Ref/Roll No:

Please note:

The St George's Police Children Trust is a Registered Charity which supports children where a parent who is, or was, a police officer has died or is partly or wholly incapacitated. In order to comply with the Charity Commissioners' requirements and also the requirements of HM Revenue and Customs, it is necessary from time to time to review the financial circumstances of applicants who receive a benefit from the Charity.

11. APPLICANT'S DECLARATION

☐ I understand that all personal information on this form will be confidential to St George's Police Children Trust and shared in confidence only with other police charities; and that the personal information will not be shared with persons other than that without my express consent unless required to do so by law.

☐ In order to provide the best possible levels of service, updates or other information I agree to the St George's Police Children Trust contacting me using the details I have provided.

I am the parent/guardian of the child/children for whom application for a benefit is made. I certify that the information given in this application is, to the best of my knowledge and belief correct and that should any over-payment be made this will be repaid without any undue delay.

Signature: …….. **Date:** ……

Print name: ……....

12. FORCE/FEDERATION REPRESENTATIVE DECLARATION

I certify that to the best of my knowledge and belief that the above particulars are correct; that the child's parent regularly donated to the St George's Police Children Trust and that in my opinion the child/children are eligible to be considered for benefit under the Rules of the St George's Police Children Trust.

Name in full:	**Position:**
Tel No:	**Email:**

Financial Circumstances Review Form

All information on this form will be treated in confidence.

1. YOUR DETAILS:

Full Name:	**Tel No:**
Address:	**Mobile No:**
	Email 1:
	Email 2:
Postcode:	**Preferred method of contact:**
Relationship to Officer:	

2. OFFICER'S DETAILS:

Full Name of officer:
Rank and Number:
Current or last employing force:
Date of death/Incapacity

3. DETAILS OF ELIGIBLE DEPENDANTS

Please include all dependent children up to the age of 19 years in full time education; this includes natural, adopted or stepchildren,

Full name:	**Date of Birth** (dd/mm/yyyy)	**Relationship to applicant**	**Resident with applicant**

4. MONTHLY- INCOME OF HOUSEHOLD

Net earnings of self	
Net earnings of spouse/partner	
State Pension	
State Child Benefit	
Widowed Parents' Allowance	
Occupational Pension	
Police Pension (self)	
Children's Police Pension	
Maintenance Payments	
Investment Income	
Police Dependant's Trust	
Force Benevolent Fund	
Any Other Income	
	TOTAL - £'s =

5. MONTHLY - OTHER STATE BENEFITS

Universal Credit (if applicable)	
Child Tax Credit	
Working Tax Credit	
Statutory Sick Pay	
Incapacity Benefit	
Disability Working Allowance	
Industrial Injuries Disablement Benefit	
Severe Disablement Allowance	
Income Support	
Maternity Allowance/Statutory Maternity Pay	
Job Seekers Allowance	
Carer's Allowance	
	TOTAL - £'s =

6. COMBINED MONTHLY INCOME AND BENEFITS

TOTAL - £'s =

Please note:

St George's Police Children Trust is a Registered Charity which supports children where a parent who is, or was, a police officer has died; or is partly or wholly incapacitated. In order to comply with the Charity Commission requirements and also the requirements of HM Revenue and Customs, it is necessary from time to time to review the financial circumstances of applicants who receive a benefit from the Charity.

7. APPLICANT'S DECLARATION

☐ I understand that all personal information on this form will be confidential to St George's Police Children Trust and shared in confidence only with other police charities; and that the personal information will not be shared with persons other than that without my express consent unless required to do so by law.

☐ In order to provide the best possible levels of service, updates or other information I agree to St George's Police Children Trust contacting me using the details I have provided.

I am the parent/guardian of the child/children for whom application for a benefit is made. I certify that the information given in this application is, to the best of my knowledge and belief, correct and that should any over-payment be made this will be repaid without any undue delay.

Signature: …….. **Date:** ……

Print name: ……....

8. APPLICANT'S BANK DETAILS:

To be used only if Bank/Building Society details have changed.

Please note: All allowances are paid by BACS.
Failure to provide bank details is likely to result in the non-payment of a benefit.

Name of Bank/Building Society:

Address of Bank/Building Society:

Post Code:

Sort Code:

Account Number:

Building Society Ref/Roll No:

HIGHER EDUCATION GRANT

All information on this form will be treated in confidence.

1. APPLICANT'S DETAILS:

Full Name:	**Tel No:**
Address:	**Mobile No:**
	Email 1:
	Email 2:
Postcode:	**Preferred method of contact:**
Date of Birth:	
Student Support Number:	
UCAS number:	
University or College:	
Course:	
Course Year:	

2. APPLICANT'S DECLARATION

☐ I understand that all personal information on this form will be confidential to the professional and administrative staff of the St George's Police Trust and no personal information will be shared without my express consent unless required to do so by law.

☐ In order to provide the best possible levels of service, updates or other information I agree to the St George's Police Trust contacting me using the details I have provided.

I am the person making the application for a benefit. I certify that the information given in this application is, to the best of my knowledge and belief correct and that should any over-payment be made that this will be repaid without undue delay.

Signature: …….. **Date:** ……

Print name: ……....

3. TO BE COMPLETED BY HIGHER EDUCATION ESTABLISHMENT

This is to certify that: (name)	**Official Stamp:**
Is undertaking a course at: (name of establishment)	
Expected graduation date:	
Signed:	
Name in full:	
Position:	
Tel No:	
Email:	**Date:**

4. APPLICANT'S BANK DETAILS

Please note: All allowances are paid by BACS. Failure to provide bank details is likely to result in the non-payment of a benefit.

Name of Bank/Building Society:

Address of Bank/Building Society:

Post Code:

Sort Code:

Account Number:

Building Society Ref/Roll number:

Signature: …….. **Date:** ……

Print name: ……...

HIGHER EDUCATION GRANT Continuation Form

All information on this form will be treated in confidence.

1. APPLICANT'S DETAILS:

Full Name:	**Tel No:**
Address:	**Mobile No:**
	Email 1:
	Email 2:
Postcode:	**Preferred method of contact:**
Date of Birth:	
Student Support Number:	
UCAS number:	
University or College:	
Course:	
Course Year:	

2. APPLICANT'S DECLARATION

☐ I understand that all personal information on this form will be confidential to the professional and administrative staff of the St George's Police Trust and no personal information will be shared without my express consent unless required to do so by law.

☐ In order to provide the best possible levels of service, updates or other information I agree to the St George's Police Trust contacting me using the details I have provided.

I am the person making the application for a benefit. I certify that the information given in this application is, to the best of my knowledge and belief correct and that should any over-payment be made that this will be repaid without undue delay.

Signature: …….. **Date:** ……

Print name: ……....

3. TO BE COMPLETED BY HIGHER EDUCATION ESTABLISHMENT

This is to certify that: (name)	**Official Stamp:**
Is undertaking a course at: (name of establishment)	
Expected graduation date:	
Signed:	
Name in full:	
Position:	
Tel No:	
Email:	**Date:**

A one week's stay is available to all current beneficiaries each year for free!

We hope the holiday home will prove a useful place for families to come together and escape from the pressures at home; spending some much needed quality time together, without the worries of affording a break away.

The house is fully set up for children of all ages, with beautiful gardens and is just a short walk into the centre of Harrogate.

Bookings can be made from Monday to Sunday and available on a first come first served basis. Beneficiaries have priority on bookings for 2015 up until 31 January 2015.

From 1st February the availability to book accommodation will be opened up to the wider police family at a small charge so whilst bookings for beneficiaries can still be made after this time availability may be lower.

Bookings for 2015 can be made now!

(Please note the last booking for 2014 will be week commencing Monday 8 December 2014. Bookings will re-open from Monday 12 January & last booking for 2015 will be Monday 7 December 2015)

To make a booking please contact Angela Halliday on 01423 504448 /

enquiries@stgeorgespolicechildrentrust.org

St George's Police Children Trust—Charity Commission 1147445, Companies House 07822521, OSCR SC038769

Current Beneficiaries

Providing a helping hand if the unimaginable strikes

Holiday Let Now Available !

- A fully furnished property
- Sleeps up to 7 people (3 good size bedrooms/ snug/4th bedroom with conservatory off)
- Children's play room (selection of toys available)
- Fully equipped kitchen with dining area
- Gardens to front and rear (with patio & garden furniture)
- Sky TV
- Broadband/Wi-Fi

To make a booking please contact Angela Halliday on 01423 504448 /

enquiries@stgeorgespolicechildrentrust.org

www.stgeorgespolicechildrentrust.org

A large proportion of the internal furnishings have been kindly donated by Next Charitable Fund

17 Laselles Road, Harrogate, North Yorkshire, HG2 0LA

For information regarding tourist attractions in and around the Harrogate area, please visit www.visitharrogate.co.uk

A large proportion of the internal furnishings have been kindly donated by Next Charitable Fund

St George's House is available to book at a

discounted rate by the wider police family.

Priority on bookings are given first to current beneficiaries, however for the remainder of 2014 bookings can now be made, subject to availability by the wider police family.

The house is fully set up for children of all ages, with beautiful gardens and is just a short walk into the centre of Harrogate.

Bookings can be made from Monday to Sunday and available on a first come first served basis.

Price Guide

Peak £500

Mid season £400

Off Peak £300

Peak (All school holiday dates):-

Mid season:—

June/July/September (excluding school holidays)

Off peak: -

All other dates

(Please note the last booking for 2014 will be week commencing Monday 8 December 2014. Availability for 2015 will be announced after 1 February 2015.)

To make a booking please contact Angela Halliday on 01423 504448 /

enquiries@stgeorgespolicechildrentrust.org

St George's Police Children Trust—Charity Commission 1147445, Companies House 07822521, OSCR SC038769

Police Family

Providing a helping hand if the unimaginable strikes

Holiday Let Now Available !

- **A fully furnished property**
- **Sleeps up to 7 people (3 good size bedrooms/ snug/4th bedroom with conservatory off)**
- **Children's play room (selection of toys available)**
- **Fully equipped kitchen with dining area**
- **Gardens to front and rear (with patio & garden furniture)**
- **Sky TV**
- **Broadband/Wi-Fi**

To make a booking please contact Angela Halliday on 01423 504448 /

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